



Western Boone County Community School Corporation
1201 North State Road 75
Thorntown, IN 46071
765.482.6333 o
765.482.0890 f
www.wboschools.org

4:30 – 7:00 STRATEGIC PLANNING SESSION

BOARD MINUTES
PUBLIC MEETING
ADMINISTRATION OFFICE
June 13, 2016
7:00 P.M.

Call to Order: Mike Biesecker, Rick Davis, Phil Foster, Dennis Reagan, Melissa Smith, Shane Steimel
Pledge of Allegiance
Prayer

- **MINUTES**

- The Board President recommended the Board approve the minutes of the May 9, 2016 School Board Meeting.
Motion: Phil Foster, Second: Melissa Smith (discussion) Vote: 6-0
- The Board President recommended the Board approve the minutes of the May 23, 2016 Special Board Meeting.
Motion: Mike Biesecker, Second: Dennis Reagan (discussion) Vote: 6-0
- The Board President recommended the Board approve the minutes of the May 31, 2016 Special Board Meeting.
Motion: Rick Davis, Second: Phil Foster (discussion) Vote: 6-0 with Mike Biesecker abstaining

- **SPECIAL PRESENTATIONS/RECOGNITIONS**

- Travis Terhaar, Western Boone FFA Sponsor, recognized the FFA Livestock Judging Team: Kirsten Spall, Makena Jones, Laura Graddy & Jena Chance for placing 4th at the Indiana State FFA Livestock competition. They qualified to participate in the Indiana All State Team Livestock Judging Team which will compete at the National Contest on October 1st.

- **REPORTS - None**

- **ACTION ITEMS**

By individual motions, the Board approves/adopts the following items or actions.

1. **PERSONNEL**

- **Granville Wells Elementary**
 - Karrie Cole, Custodian, FMLA request, effective 6-17-16 for approximately 6 weeks
 - Cassie Lowhorn, employment, Technology Instructional Assistant, effective 8-8-2016
- **Thorntown Elementary**
 - Tara Mitchell, Special Education, FMLA request, 8-8-16 to 12-22-2016
- **Western Boone**

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- **Western Boone**

- Jonathan Whitehead, Junior High School English teacher – Temporary (1 year), effective 8-8-16
- Trudy Cunningham, Art Teacher – Maternity (Fall Semester), effective 8-8-16

- **2016-17 ECA Recommendations**
- Jennifer Skoda - Play Director
- Alexandra Long - Musical Director
- Rita Newton - Musical - Assistant
- Julie Baumgart & Jamie Klinge - Senior Class Sponsor
- Brooke Walden & Whitney Weber – Junior Class Sponsor
- Ryan Hawkins – Sophomore Class Sponsor
- Daniel Pierce – Freshman Class Sponsor
- Willie Smith - 8th Grade Class Sponsor
- Gary Broshar – 7th Grade Class Sponsor
- **Department Coordinator/ No Prep**
- Sara Nicodemus - Vocational
- Alexandra Long – Fine Arts
- Brooke Walden – English
- Jennifer Brunty – Foreign Lanaguage
- Julie Baumgart – Guidance
- John Brunty – Math
- Jayme Comer – P.E.
- Ryan Hawkins – Science
- Mark Riggins – Social Studies
- Holli Butler – Special Education
- **Music**
- Matt Foxworthy – Auditorium Manager
- Cody Rice – Summer Band
- Alexandra Long – Choral Senior High School
- Alexandra Long – Choral Junior High School
- Brad Hisey – Band Director
- Sara Nicodemus – Pep club Sponsor
- **Club Sponsors**
- Terri Gavin – Art
- Danielle Williams – Dance – High School
- John Brunty – Ecology
- Travis Terhaar – FFA
- Jennifer Foxworthy & Amanda Trent – FCA
- Sara Nicodemus – FCCLA
- Julie Baumgart – Honor Society
- Jennifer Skoda – Key Club
- Jennifer Brunty & Jennifer Skoda – Foreign Interest Club
- Riley Lerch – Student Council – Sr. High
- Jennifer Foxworthy & Sara Nicodemus – Student Council – Jr. High
- Amy Morrison – Sunshine Society

- Brooke Walden & Aaron Vaughn – AMP
- Jennifer Foxworthy & Tricia Skibbe – Brain Game
- Matt Foxworthy – Radio/ T.V. Production Sponsor
- **Non-Paid**
- John Dale – Chess Club
- Tricia Skibbe – Junior High Book Club
- Sara Nicodemus & Susan Farris – Kiwanis Leadership Group
- Julie Baumgart – National Junior Honor Society
- Terri Gavin – Junior High Art Club
- Julie Creech – Junior High Quiz Bowl
- **Western Boone Athletics**
- **Western Boone Administration Office**

Motion: Mike Biesecker, Second: Phil Foster (discussion) Vote: 6-0

2. **BUSINESS**

- **Speech Language Pathologist**
 - The Director of Curriculum recommended the board to renew the contract with Absolute Therapy to provide Speech Language Pathologist for the 2016-2017 school year.

Motion: Rick Davis, Second: Phil Foster (discussion) Vote: 6-0

- **Special Services**
 - The Director of Curriculum recommended the board to renew the contracts with Mrs. Emily Anderson: Physical Therapy Services, Sarah Threlkeld-Berkopes: Occupational Therapy Services, and Misti Golden: Speech/Language Pathologist

Motion: Dennis Reagan, Second: Melissa Smith (discussion) Vote: 6-0

- **Rainy Day Fund**
 - The Business Manager recommends the Board adopt the Resolution to Transfer Funds into the Rainy Day Fund as presented.

Motion: Mike Biesecker, Second: Dennis Reagan (discussion) Vote: 6-0

- **Non-Resident Students**
 - Superintendent Ramey recommends the Board to approve the following non-resident students
 - Ashlynn Hunley, Western Boone Jr/Sr High School, 12th grade
 - Christian Waterman, Western Boone Jr/Sr High School, 8th grade
 - Seth McClaskey, Western Boone Jr/Sr High School, 7th grade
 - Jaden Ross, Western Boone Jr/Sr High School, 8th grade
 - Peri McClaskey, Granville Wells Elementary, 4th grade
 - Zachariah Waterman, Granville Wells Elementary, 3rd grade

- Cadence Ross, Granville Wells Elementary, 5th grade
- Saige Terwiske, Granville Wells Elementary, 6th grade
- Evan Terwiske, Granville Wells Elementary, 4th grade

Motion: Phil Foster, Second: Dennis Reagan (discussion) Vote: 6-0

▪ **Transportation Handbook Revisions**

- The recommendation from the Transportation Director is to approve revisions to the Transportation handbook as presented.

Motion: Dennis Reagan, Second: Mike Biesecker (discussion) Vote: 6-0

▪ **Board Policy 6020, Attendance Procedures**

- Superintendent Ramey recommends for the Board to approve the updated Board Policy 6020

Motion: Mike Biesecker, Second: Melissa Smith (discussion) Vote: 6-0

• **Out of State/Overnight Field Trip Request**

- Superintendent Ramey recommends the Board to approve the field trip request from Mr. Travis Terhaer, for the FFA Achievement Trip to Nashville, TN on June 29-July 2, 2016
- Superintendent Ramey recommends the Board to approve the request for a change of date for the class of 2016-2017 Washington D.C. trip to June 5-June 9, 2017

Motion: Phil Foster, Second: Rick Davis (discussion) Vote: 6-0

• **CLAIMS**

- **Approval of claims for the period of May 10, 2016 through June 13, 2016 as submitted**

Motion: Mike Biesecker, Second: Phil Foster (discussion) Vote: 6-0

Approval of Construction Claims as submitted

Motion: Mike Biesecker, Second: Phil Foster (discussion) Vote: 6-0

• **FINANCIAL REPORT**

- Comparison Report

• **OTHER**

Superintendent Ramey recommended the board to approve the Girls Basketball Team to attend the D-1 Camp at Fort Wayne, Indiana from June 27th to June 30, 2016

Motion: Dennis Reagan, Second: Melissa Smith (discussion) Vote: 6-0

Presentation: 2017 proposed Debt Service and Capital Project Fund Budgets

- **ANNOUNCEMENTS**

Western Boone AP programs received a service recognition from the State

- **ADJOURNMENT**

The School Board President entertained a motion to adjourn

Motion: Mike Biesecker, Second: Phil Foster (discussion) Vote: 6-0

Western Boone Jr. Sr. High School

1205 N. State Road 75

Thorntown, Indiana 46071

(765) 482-6143 FAX: (765) 482-6146

Principal
Mr. Rob Ramey

Assistant Principal
Mrs. Jane Taylor

Assistant Principal
Mr. Christopher Tucker

Assistant Principal
Mr. Jon Compton



To: Dr. Judi Hendrix, Superintendent
WCCSC Board Members

From: Rob Ramey, Principal *JWR*

Re: Hiring Recommendation

Date: May 24, 2016

I recommend the following individuals be hired for the positions during the 2016-17 school year:

Junior High School English 8 Teacher - Temporary (1 year)

Jonathan Whitehead is a native of Cicero. He will be completing a Master's Degree in English at IUPUI in August and holds Bachelor of Arts in English from University of Indianapolis. Prior to entering graduate school, Jonathan taught for six years at Vincennes Rivet Jr.-Sr. High School. While at Rivet, he also served as the boys' varsity soccer coach.

Art Teacher - Maternity (Fall Semester)

Trudy Cunningham is a native of Crawfordsville. She received her Bachelor of Arts in Art Education from Herron School of Art and Design in Indianapolis. Trudy has served as a substitute within North Montgomery School Corporation and Crawfordville Community Schools since 2012. Most recently, she completed a long-term substitute role in the FACS department at North Montgomery High School.

Thank you for your consideration.



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To: Mr. Ramey and Members of Western Boone School Board
From: Mrs. Tricia Reed, Director of Curriculum
Re: Recommendation for 2016-2017 Speech and Language Pathologist
Date: June 13, 2016

I would like to recommend that the Board renew the contract with Absolute Therapy to provide a Speech Language Pathologist for the 2016-2017 school year. Absolute Therapy is based in Carmel, Indiana and has provided speech and language therapy for students at Thorntown and Western Boone since 2013 school year. With approval from the Board, Absolute Therapy will continue to provide therapy services for students at Thorntown and Western Boone for the 2016-2017 school year. The position will continue to be part time with the therapist providing services at Thorntown approximately three days per week and Western Boone Jr./Sr. High for one day per week.



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To: Mr. Ramey and Western Boone School Board Trustees
From: Mrs. Tricia Reed, Director of Curriculum
Re: Recommendation for 2016-2017 Physical Therapy Services

Date: June 13, 2016

I would like to recommend that the Board continue its contract with Mrs. Emily Anderson, to provide physical therapy services for students with exceptional needs that require school-based physical therapy. Since 2003, Mrs. Anderson has provided therapy services under a contract shared between Western Boone and North West Hendricks County School Corporation. The board's renewal of this contract will allow Mrs. Anderson to continue provide services under this arrangement with North West Hendricks.



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To: Mr. Ramey and Western Boone School Board Trustees
From: Mrs. Tricia Reed, Director of Curriculum
Re: Recommendation for 2016-2017 Occupational Therapy Services

Date: June 13, 2016

I would like to recommend that the Board continue its contract with Sarah Threlkeld-Berkopes, OT, to provide occupational therapy services for students with exceptional needs that require school-based occupational therapy. Mrs. Threlkeld-Berkopes has provided occupational therapy services on a part-time basis for two years at Granville Wells, Thorntown, and Western Boone.



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To: Mr. Ramey and Western Boone School Board Trustees
From: Mrs. Tricia Reed, Director of Curriculum
Re: Recommendation for 2016-2017 Speech Language Pathologist
Date: June 13, 2016

I would like to recommend that the Board renew its one-year contract with Misti Golden, SLP, to provide therapy services for students with exceptional needs that require school-based speech and language therapy. Mrs. Golden has provided speech and language therapy services for a total of three years at Granville Wells and has built a strong rapport with students, parents, colleagues and the administrators at Granville Wells.



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June 9, 2016

To: Board Members
Rob Ramey, Superintendent

From: Vivian Norman

Re: Rainy Day Fund

Per the Indiana Code, a Rainy Day Fund is a financial line that can be established so that it may assist the school corporation in emergency situations or provide available funds to cover a project which is not part of the Capital Project Plan.

The Western Boone School Board originally established a Rainy Day Fund in 2002. The following have been the authorized transfers into the Rainy Day Fund:

2002	-	\$ 92,300
2008	-	\$100,000
2010	-	\$295,000
2011	-	\$100,000
2012	-	\$375,562.44
2014	-	\$150,000
2015	-	\$150,000

Per Board approval, the Western Boone Media Center was renovated utilizing Rainy Day Funds. This project expended a total of \$207,742 thus the Rainy Day Fund cash balance at \$1,055,120.

As of December 31, 2015, the corporation had unexpended appropriated dollars remaining in the Transportation and Bus Replacement Funds which is not figured into the 2016 appropriated budget. I would like to make the recommendation to the Board that we transfer the following into the Rainy Day Fund:

Transportation Fund:	\$ 50,000
Bus Replacement Fund:	<u>\$100,000</u>
TOTAL:	\$150,000

This would bring the total Rainy Day Fund to \$1,205,120.

TO: Rob Ramey, Superintendent
School Board Members

FROM: Cecil Gosser, Transportation Director

DATE: June 6, 2016

SUBJECT: Transportation Manual Changes

With the addition of several new drivers and some new requirements of all drivers, the following are the highlights of changes made to Western Boone Community Schools Transportation Policies and Procedures Manual. Some are new additions to coincide with other employees, and some are changes to procedures submitted for your approval.

A dress code for the bus drivers and monitors was added. The wording was to coincide with the current dress code for teachers and students.

ECA procedures were changed allowing us to utilize drivers' available hours. Previously a driver would be assigned to a sports team for the season whenever possible. With the additional reporting requirements to track the hours the driver works, we will use the driver with available hours that can match the scheduled time of the trips, and stay under 40 hours.

Overnight trips pay was change to stop a drivers' work clock when not driving and compensate with a \$60.00 stipend for their non-driving time.

The loading and unloading procedures were changed to improve the safety following the bus accident at Lawrence township schools. Students are now not allowed off a bus at Western Boone high school to run in and use the facilities, or return to their locker to retrieve an item they forgot. Once they are on the bus they are on until the designated stop. Any deviation from the assigned student stop must be accompanied with a written note from the parent or administrator.

An idling and cold weather start and warm-up procedure was added to inform the drivers how to effectively follow a no idling and cold weather start.

Active intruder section gives the drivers some guidance to deal with a possible threat both outside and inside the school bus. This could be an angry parent or angry student. Specific codes are stated that could help relay information to the administration without alarming an intruder.

Simple steps using our fuel management systems are stated with safety training. Evacuation procedures are given so the driver can review and prepare for drills and emergency situations.

Certain other drivers' requirements are listed and the statute that makes the requirements to inform the drivers of the expectations of them.

These are the highlights of the changes made to Western Boone Community Schools Transportation Policies and Procedures Manual to help all of our drivers better understand what is expected of them and simple procedures to meet the expectations.

**Cecil Gosser
Transportation Director
Western Boone Schools**

**WESTERN BOONE COMMUNITY SCHOOLS
TRANSPORTATION POLICIES AND PROCEDURES MANUAL**

TABLE OF CONTENTS

	Pages
Bus Driver and Bus Monitor Job Overview	2
Policies and Procedures	2
General Policies to Remember	3
Bus Safety Regulations and Rules	4-7
Student's On Bus Items	7
Driver/Monitor Dress Code	7
Procedures for Extra-Curricular Trips	8
School Bus Accident Plan	9-10
School Bus Video	10
Board Policy Regarding Preschool Children Riding School Buses	11
School Bus Safety	11
Procedures for Loading and Unloading Students	12
Stone and School Bus Turnarounds	13
Idling Policy and Starting Procedures	14
Bus Incident and Active Intruder	15
Bus Radio Usage Guidelines	16
Fueling School Bus	17
School Bus Safety Drills and Training	17
Emergency Exits	
Front-Door Evacuation	18
Rear-Door Evacuation	19
Front- and Rear-Door Evacuation	20
Physical Performance Test Standards Rule 8	21
Indiana School Bus Driver Physical Performance Test	22-24
Western Boone Bus Driver Pay Rates	25
Support Staff Benefits – Bus Driver	26
Support Staff Benefits – Bus Monitor	27

Western Boone Community School Bus Driver and Bus Monitor Job Overview

Attitude.

A good attitude is everything. A good attitude is necessary because it helps students have a good day. Your smiling face maybe the first and last smile they see each day. A good attitude also lets parents know that Western Boone's Transportation Department Personnel cares about their children. Student respond much better to praise for good behavior than to punishment for breaking the rules. Learn student's name, greet each one individually, try to compliment something each time you greet them.

Appearance.

As representatives of Western Boone Community School's Transportation Department, we must present ourselves in a professional manner. Dress appropriately for the job. Pajamas and swimsuits are not considered appropriate dress. Shoes must have covered heels and toes and be securely fastened.

Western Boone Transportation Policies and Procedures

Policies

Transportation policies are based on federal and state laws, statutes, and regulations. These policies give a framework in which a school district operates. Policies are established through the districts school board and administration. Within reason, all District employees are required to follow these policies. Policies ensure direction and uniformity in decision making for all employees.

Procedures

Procedures specifically describe the way or manner that policy is put into practice. They provide information and detailed directions for school employees. Procedures can affect all school District employees or a specific department or a group of employees.

NOTE: Transportation Department policies and procedures are necessary to reduce risk and ensure the safety of all employees and passengers. It is your responsibility to be continually aware of and read all information that is made available to you.

General Policies to remember:

1. You shall never use a school bus for personal or unauthorized reason.
2. Report any and all bus accidents no matter how minor.
3. Western Boone Community School Corporation is a tobacco free campus.
4. If you will be late or absent you must notify the Transportation Department at least one hour prior to start time on the day of the absent or tardiness.
5. Cell phone use by school bus drivers is prohibited while driving a school bus. Use of a cell phone while operating a school bus is grounds for termination. In an emergency situation pull over in a safe location, apply the parking brake, place the transmission in neutral, and turn the engine off before use.
6. The two-way radio is for school district business only.
7. Pre-trip and post-trip inspections are a vital part of a safe school bus trip. They are required by law and we must document that the pre-trip and post-trip was completed.
8. Student checks are to be completed as soon as possible after the last student is off the bus. If the bus is returned to its between route parking place before the student check is completed and a student is still on the bus, that is a student left on the bus.
9. Failure to follow any policy or procedures may result in a first offense, a written reprimand, second offense, suspension, third offense, termination.

Western Boone Community School Bus Safety Regulations and Rules

1. **Speed is the number one cause of accidents. No school bus shall be operated on the highways of this state at a speed greater than that posted for any speed zone, and in no event shall any school bus be operated at a speed greater than sixty (60) miles per hour on any federal or state highway, or greater than forty (40) miles per hour on any country or township highway. Do not drive a school bus at a speed greater than is responsible, prudent, and safe under existing weather, traffic, and road conditions regardless of posted speed limits. (IC 9.1-5-10)**
2. **No school bus driver shall leave the bus with the engine running and shall remove key from ignition when leaving the bus.**
3. **No school bus shall be started until all children are seated and the doors closed. No pupil shall occupy a space forward of the rear of the driver's seat, and every bus shall have clearly posted at or near the front a sign stating that it is a violation of the State of Indiana for a bus to be operated with school children occupying the prohibited area.**
4. **School bus drivers shall comply with all laws, rules and regulations governing the operation of motor vehicles on the highways of the State of Indiana.**
5. **No unauthorized persons shall be permitted to ride in any school bus at any time except as provided by law.**
6. **No school bus driver shall permit any other person to drive his bus, occupy his seat, tamper with the engine, or any controls, excepting such persons as are approved by the properly authorized school authorities**
7. **All school bus drivers shall stop at preferential highway intersections.**
8. **School buses must stop at all railroad grade crossings:**
 - a. *The driver of any school bus before crossing at grade any track or tracks of a railroad, 150' from first track shall activate 4-way hazard lights, shall stop such vehicle within fifty feet, but not less than ten feet from the nearest rail of such railroad Set brake and Activate noise suppression while stopped, shall listen through an open window and door and look in both directions along such track for any approaching train, and for signals indicating the approach of a train, except as hereinafter provided, close the door, release the parking brake, and shall not proceed until he can do so safely. After stopping as required herein and upon proceeding when it is safe to do so, the driver of any said vehicle shall cross only in such gear of the vehicle that there will be no necessity for changing*

gears while traversing such crossing and the driver shall not shift gears while crossing the track or tracks. (IC 9.1-5-11)

b. No stop need be made at any such crossing where a police officer directs traffic to proceed.

9. Generally speaking, bus drivers should not attempt to back up, other than parking at the facility, on any school ground, or playground or loading area unless such backing is properly supervised by an adult. Backing up the bus is one of the major causes of accidents. Think **G.O.A.L, GET-OUT-AND-LOOK**. Thoroughly check the area around and behind the bus. It is strongly recommended that you get out and make a visual inspection before backing the bus. Before backing the bus, engage the 4-way emergency flashers and sound the horn. Always pick up waiting students before backing. Always perform back up maneuver prior to dropping off students.
10. No bus driver shall be employed who uses intoxicating liquor to excess and who does not possess a good moral character. Further, no school bus driver "shall consume any alcoholic beverage during school hours or while operating a bus and upon reliable evidence of such consuming of any alcoholic beverage of such school bus driver it shall be the duty of said official or officials to terminate the employment relationship immediately." (IC 9.1-3-1)
11. No school bus driver shall use tobacco while children are in his bus.
12. In case of accident, when any school bus is stopped on the roads, the driver shall protect the bus from further accidents by such methods as setting the reflective triangles or other warning devices, controlling traffic, and must always keep in mind that the first responsibility is to the passengers.
13. When necessary for pupils leaving a bus to cross the road, they must keep to the right of the bus and cross in front at a signal from the driver. The driver must not move the bus until such students have safely crossed the road.
14. The stop signal device shall be extended whenever the bus is stopped on the roadway to load or unload school children except when the bus is stopped at an intersection or other place where controlled by a traffic control device or a police officer.
15. The eight way lights shall be used on every school bus in order to give adequate warning that the school bus is about to or is stopped for loading or unloading passengers. (IC 9-4-1-78)
16. The directional lights shall be turned on at least 100 feet before turning from the highway to warn approaching traffic of the intentions of the bus driver to turn left or right. (IC 9-4-1-78)

17. Traffic shall never be held an unreasonable length of time while making a student stop.
18. **The school bus driver must keep his school bus reasonably clean and must keep himself neat and clean in clothing and speech while operating the school bus.**
19. The school bus driver shall be responsible for discipline on the school bus just as the teacher is in the classroom. Problems of discipline should be discussed early with the principal and action planned before they become critical. Refusal to transport children or other punishment should be inflicted in cooperation with the school authorities and enforced by the school bus driver. In no case shall a school bus driver put a pupil passenger off the bus except at this regular station or at the school. (IC 9.1-5-19)
20. No school bus designated as such under the definition of this act or any previous law or any law hereafter enacted, shall be used upon any highway in the State of Indiana for any private purpose, or for any purpose other than which it is contract, except as authorized under the provisions of (IC 9.1-5.2).
21. Any complaint or notice in writing received by the responsible school authorities of an infraction of the above rules by a bus driver shall be deemed sufficient grounds for an investigation and may result in, **first offense, written reprimand, and second offense, suspension without pay, and third offense, termination.**
22. Every school bus driver, including those who drive buses for private schools, are required to attend an annual safety meeting or workshop. No safety meeting or workshop shall exceed two (2) days in duration in any one calendar year. (IC 20-9-2-9)
If a school bus driver for a public school corporation fails or refuses to attend any school bus drivers meeting or workshop, the governing body of the school corporation shall deduct one day's compensation for each day of absence (IC 20-9-2-9)
23. No school bus driver shall be required by the governing body to transport school children for which no seat is available on the bus. (IC 20-9.1-5-20)
24. **Bus Cell Phone Usage by Students:** Cell phone usage by students on buses will be allowed both before and after school while riding the bus. If the cell phone becomes a distraction, at the discretion of the driver, the driver may take this privilege away along with the phone. The driver will return the phone to the student upon leaving the bus on the first offense, on the second offense it will go to the student's principal. Radios, video games, and other student's electronic devices, can be taken on the bus. All devices must be used only with ear/head phones and be turned off if a distraction to the driver.

25. Any school bus driver who has a CDL and is convicted of violating in any motor vehicle, A State or Local law relating to motor vehicle traffic control other than a parking violation, must notify Western Boone Community Schools, in writing within 30 days of conviction even if appealing the conviction. (FMCSA 383.31)

Student's on Bus Items

Students are allowed to bring school related items on the bus as long as they can be safely secured by the student. These items may not have sharp edges that may create a threat to other students and does not impede passengers' movement. Nothing can be placed in the aisle of the bus. The aisle must remain clear from front to back. No item may be placed in front of any emergency exit. Nothing may be placed under the seats. No live animals will be transported on the bus. If the school identifies items as inappropriate or not allowed at school, those items will not be allowed on the bus

Driver/Monitor Dress Code

The bus driver and monitor shall be neat, clean and present a professional image at all times.

The following clothing *will not be permitted*:

1. Spaghetti-strap tops, low-cut tops, halter tops or tank tops where straps are less than 2 fingers in width. Men: No tank tops.
2. Inappropriate shorts, or skirts shorter than fingertip length.
3. Frayed clothing of any type
4. Clothing with inappropriate messages or images
5. Inappropriate jewelry or accessory items.
6. Sleeveless tops with frayed or excessively large arm holes
7. Footwear without an enclosed heel and toe. (Driver and monitors feet shall be completely covered while on the bus at all times).

Procedures for Extra-Curricular Trips

Western Boone County Community School Corporation maintains regular buses and multi-function school activity buses to provide transportation services for athletic and extra-curricular activities. Corporation vehicles and drivers are typically employed for extra-curricular transportation.

The scheduling of ECA and athletic trips, will be dependent on the leave time requested and the available hours the driver has without exceeding the 40 hour limit. There will be times the 40 hour limit will be exceeded which will prompt overtime pay rates. The ECA trips will be distributed as equitably as possible recognizing the timing of regular student routes. Drivers are typically assigned to ECA trips for the same elementary building as their regular student routes.

A driver scheduled on an overnight trip, will be paid for hours driving and a \$60.00 stipend for each overnight period. The hours driving period is considered ended when the bus has arrived at the last stop of the day, and begin again 30 minutes before the requested start time the next day.

If a scheduled athletic or ECA trip is canceled for whatever reason and the driver notified up to two hours before the scheduled leave time, the driver will be compensated for a two hour minimum trip. If a scheduled athletic or ECA trip is canceled for whatever reason and the driver is notified more than two hours before the scheduled leave time, the driver will not be compensated for that trip.

When requesting transportation, teachers and coaches are required to submit a four-part Transportation Request form to the building Principal or Athletic Director, specifying the date, group, departure time, return time, destination, and the number of riders, two weeks before date of the trip. Once approved, copies of the Transportation request go to the driver, teacher or coach, principal or athletic director, and the transportation department. This form serves as the official documentation for the bus driver and should be kept in the driver's possession while on an assigned trip. In addition, this form serves as a pay voucher for the driver when the trip is completed.

To receive payment, the driver must document the total amount of time on the trip and the miles driven on the trip. The start time is the time listed on the Transportation Request form. The coach, teacher, or sponsor of the trip, must sign the driver's copy of the Transportation Request form, confirming the time of completion of the trip. The driver is allotted 15 minutes after the completion of the trip to complete the student check, and post trip inspection of the bus while at the school of departure. The trip time will be rounded up to the next quarter hour for partial quarter hour times. **The completed Transportation Request form must be submitted to the Central Office to be processed for payment ASAP after the trip**

School Bus Accident Plan

- 1. Each driver should keep on their bus an updated list of students assigned to their bus with addresses, parents names, home and work phone numbers. Bus drivers should periodically review all accident procedures provided at safety meetings. Bus drivers should train 1-2 trustworthy older students on how to use the bus radio in case the bus driver is seriously injured in the accident.**
- 2. In the event of an accident, the bus driver must give immediate radio notice to the Superintendent's Office. Information must include: your location, number of students on the bus, number of students injured and nature of injuries, and description of other vehicle and nature of their injuries. Emergency personnel will be dispatched immediately to an accident scene, as well as Indiana State Police, who must be called to a school bus accident. All other non-involved drivers shall standby and off the radio. If a spare bus is needed an administrator will contact you.**
- 3. An administrator (typically the Superintendent or Transportation Director) and the school nurse (if available) will immediately go to the accident scene to verify the condition of students and assist emergency response personnel. The administrator at the scene of the accident will have a handheld bus radio, a mobile phone, and the bus route student list. At the Administration Office, the bus radio will be monitored closely and families of the injured students will be contacted. Close contact will be maintained between the accident scene and the Administration Office.**
- 4. The administrator and school nurse at the accident scene will work with emergency medical personnel to identify the injured and non-injured. The non-injured will be moved away from the injured to allow the emergency personnel to work and keep the level of emotion under control. Siblings may be allowed to be with an injured brother or sister.**
- 5. If any student is injured or complains of injury, every student on the bus involved in the accident must be seen by an EMT to verify injuries and determine who should be transported to the hospital. If this involves a large number of students with minor injuries, an additional school bus may be sent to the accident scene to transport students to the hospital. Administrators and other designated school personnel will call each injured student's custodial parent or guardian informing them their child is at the hospital receiving medical attention and they need to come to the hospital. An administrator and/or school nurse will accompany injured students to the hospital and release students to their parents when they arrive at the hospital.**

No students should leave the accident scene or the hospital without a custodial parent or guardian signing for their release.

6. If the emergency medical personnel determine that some students do not need medical attention and do not need to be transported to the hospital, the students will be transported to the nearest school for release to their custodial parent(s) or guardians, or be transferred to another waiting bus to continue to the appointed stop. An administrator should make sure they have all names of this group. The administrator should ride in this bus back to the school. If the accident was after-school, no non-injured student will be permitted to leave the school without a custodial parent or guardian signing for their release.
7. School Principals and secretaries may assist with telephone calls and provide student information needed for parent phone numbers, etc. School principals and secretaries will also organize staff members needed to stay at school to help if some students are being returned to the school from a school bus accident. Administrators and other designated school personnel at the school will call each non-injured student's custodial parent or guardian informing them their child is at school. If the accident is after school, they need to come to the school. If custodial parents and/or guardians believe their children have any injuries, they need to take them to the hospital and the school will forward these bills for school insurance payment.
8. The administrator at the hospital will maintain contact with the Administrative Office and/or school to provide updates on the students.
9. The bus driver will be alcohol and drug tested at the administration's discretion, any vehicle involved that is towed, or any reported injuries, when involved in a school bus accident.

School Bus Video

Video equipment on the school bus may be used to verify the safety and security of students, driver, equipment, and other motorist. If an incident occurs, the video will be reviewed by the administration. It is Western Boone Community Schools' policy that no bus video will be shown to any parent or representative unless criminal activity has occurred. If criminal activity has occurred the video will be treated as evidence. The video and equipment are the property of Western Boone Community Schools.

Board Policy Regarding Preschool Children Riding School Buses

Based upon Indiana State law and through discussion with Kent Frandsen, our school attorney, the Western Boone School Board adopted a policy prohibiting preschool children from riding school buses unless they are being transported to and from a school-sponsored preschool program. Known as Board Policy 9030, it was adopted July 14, 1997. Following is the text of the board policy:

Recognizing that Indiana law prohibits persons from riding on a school bus on any highway for any private purpose or for any other purpose other than the transportation of eligible school children to and from school, except as expressly authorized by statute, it is the policy of the Western Boone County Community School Corporation that in the interests of public safety and maintaining proper discipline on the bus, pre-school children are prohibited from riding on any bus being used for the transportation of eligible school children unless such pre-school children are being transported to and from a school sponsored pre-school facility.

Below are the Indiana State statutes that drive this policy.

School Bus Safety (IC 20-9.1-5)

Section 1.

No person shall operate, or permit the operation of, any school bus on any highway in Indiana for any private purpose or for any other purpose other than transportation of eligible school children to and from school except as authorized by sections 1.5 through 9 of this chapter.

Section 2.1

(A) The governing body of a school corporation may, by written authorization, permit the use of school buses for transportation.

(1) Of preschool children who attend preschool offered by the school corporation or under a contract entered into by the school corporation to and from the preschool facility site; and

(2) Subject to the geographic and residency requirements set forth in section 2(b) of this chapter of preschool children and necessary adult chaperones to and from educational or recreational activities approved or sponsored by the governing body for the preschool children.

Procedures for Loading and Unloading Students

The parking brake shall be engaged and the transmission shall be placed in neutral before loading or unloading students.

Students should be at the assigned stop 5 minutes before schedule pick up. When the bus arrives at the scheduled stop and the scheduled time and no students are observed, the driver shall look for the students, sound the horn quickly, and look again for the students or any activity. If no students or activity are observed within 15 to 30 seconds, the driver shall continue on the route.

The "Stop" signal device shall be extended whenever the bus is stopped on the roadway to load or unload school children except when the bus is stopped at an intersection or other place where traffic is controlled by a traffic control device or a police officer.

When performing a student pick-up stop, Activate the 8 way lights, Stop, Set the park brake, Place transmission in neutral, Open the door, Watch the students, Check your mirrors, Shut the door, Place the transmission in Drive, and Release the brake.

When necessary for pupils leaving a bus to cross the road, they must keep to the right of the bus and cross in front, at a signal from the driver. The driver shall not move the bus until such pupils have safely crossed the road.

Buses stopping to unload on one-way streets shall pull to the right-hand curb or side.
(IC 9.1-5-12)

1. All school buses will be at the elementary school by 7:35 AM.
2. Upon arrival at the elementary school, the driver will set the park brake, place transmission in neutral and turn the key to accessory position.
3. No student is let off the bus until all buses are parked.
4. Breakfast students are let off by announcement.
5. Remaining elementary students are let off the bus by announcement.
6. Shuttle high school students are let off the bus by announcement.
7. A school administrator will be on the side walk to release the buses.
8. Upon arrival at the high school, the driver will Set the Park Brake, Place Transmission in Neutral and turn the key to accessory position.
9. No student is let off the bus until the bus next to it is parked, brake set, transmission in neutral and engine off.
10. A school administrator will be on the side walk to release the buses.
11. All buses will be at the elementary school by 2:30 PM. Any late arriving drivers will go to a staging area until all buses have left. Then proceed to the bus parking area, and be subject to written reprimand.

12. Escorted students will be dismissed at 2:35 PM.
13. All bus students will be dismissed at 2:40 PM.
14. A school administrator will be on the side walk to release the buses.
15. Upon arrival at the high school, the driver will Set the Park Brake, Place Transmission in Neutral and turn the key to accessory position.
16. No student is let off the bus until all buses are parked, brake set, transmission in neutral, and engine off.
17. No student is released from the high school until all early buses are parked.
18. A school administrator will be on the side walk to release the buses.

In addition to the above steps, the bus lineup will change at the high school to allow the last buses arriving to be parked in the farthest south parking spaces.

Once a student gets on your bus, they are on your bus until their assigned stop. They are not allowed to return inside to retrieve articles or to use the restroom. Please let your students know this. They are to handle their business while at school, and the buses are to take them home.

Students are to get off the bus only at their assigned stop unless they have written permission from a school administrator or parent. The drivers should keep the written permission for a period of one week unless notified.

When arriving at a students designated stop the student should disembark the bus. If no parent appears to be home and nothing looks out of the ordinary, the student should disembark and the driver may contact the school or administration via radio to check on the student's well-being.

If arriving at a stop and something doesn't appear right, the driver has the option of proceeding to the next stop and contact the school or administration to check the situation and make arrangements to drop off the student later in the route.

Stone and School Bus Turnarounds

Western Boone Community Schools will provide stone to improve a drive to facilitate a school bus turnaround in exchange for permission from the homeowner to utilize the drive as a bus turnaround. This will be reviewed on a case by case basis and the need for stone will be determined by the Transportation Director.

With off campus parking of Western Boone Community Schools' buses helpful in reducing unloaded miles and timeliness of routing considerations, stone may be provided to improve a space for parking a school bus at the drivers property. This will be reviewed on a case by case basis as determined by the Transportation Director.

Idling Policy and Starting Procedures

1. Idling durations are as follows:
 - a. Temperature above 32 degrees
 - i. Start unit allow to run 5 minutes before beginning to drive unit. Morning idle time should not exceed 10 minutes
 - ii. Buses arriving at the school to load or unload, shall turn off the engine upon arrival, and leave the engine off until the buses are ready to depart. This also applies to field trips arrival and departure from those locations
 - b. Temperatures between 20 and 32 degrees
 - i. Buses should have block heater plugged in to aid in starting. Start unit allow to run for 60 seconds, increase throttle to 1200 rpm, and turn on driver heater and defrost heater low position. Allow to idle for a maximum of 15 minutes. Upon starting route, turn rear heaters on low until first stop. This will allow engine to properly heat up for optimum heating performance. Turning heaters on high too soon will prolong heating process.
 - ii. Buses at School to load or unload, should shut engine off upon arrival. In the event students are required to stay on the bus an extended period of time and the cabin temperature drops to and uncomfortable level, start unit allow to idle for an additional 15 minutes and then shut engine down, Repeat as needed.
 - c. Temperatures below 20 degrees
 - i. Buses should have block heaters plugged in to aid in starting. Start unit allow to run for 60 seconds. Increase throttle to 1500 rpm and turn on driver's heater and defroster on low speed. Allow engine to idle for maximum of 30 minutes. Upon starting route, turn rear heaters on low until first stop. This will allow engine to properly heat up for optimum heating performance. Turning heaters on high too soon will prolong heating process.

As always we should keep idle time to a minimum, the idle times in this document are for maximum allowable time. When buses have the proper equipment installed and working correctly, maximum idle time is not required.

Please make sure if your bus is not parked on school grounds and temperatures are predicted to be below 32 degrees block heaters are plugged in for a minimum of 4 hours prior to start time. Please be sure to use the shortest extension cord possible with a minimum gauge of 12, and cord is in good working condition. If there is any question of size, length, or condition of extension cords, please ask the Fleet Maintenance Manager.

This policy only applies to pupil transportation vehicles.

Bus Incident and Active Intruder

School bus drivers are the first and probably only adult on a bus that can respond effectively to an active shooter, bus incident, or hostage taker during a bus route. By being aware and informed as possible, the bus driver can lessen the severity of an incident.

Awareness when approaching bus stops.

Pay close attention to your surroundings when approaching all bus stops. In the event that there is a suspicious vehicle or person acting strangely at or near a bus stop, bypass that stop and radio base for help!

Identifying threat areas at bus stops.

While driving your bus route, please pay close attention to areas that a vehicle may park or a person may hide in order to hijack your bus. Talk to the Transportation Director with concerns about the safety of the bus stop. Moving the stop maybe an option to improve safety.

Intruder Response – What if the intruder makes it on the bus?

In the event that an intruder makes it onto your bus looking for a specific student the driver shall determine the best option with the circumstances they are involved with. Use any of the active shooter evacuation procedures if the driver determines necessary. This may hinder their progress if they are looking for specific students. Contact the school or administration if the driver determines it is safe or necessary. There is not a strict right or wrong response to a threatening incident on the bus. The driver needs to evaluate the situation and take the best action they can with the information they have.

If the bus driver suspects a serious issue on the bus, i.e., a student has a weapon or is making threats to others or the school:

1. The driver may radio in to WEBO base.
2. Upon response the driver states they have a "BLUE WARNING LIGHT ON".
3. All other drivers, upon hearing "BLUE WARNING LIGHT", do not use the radio.
4. If the driver is comfortable, give location and the following codes
 - i. Code 1 person/student on the bus with a weapon
 - ii. Code 2 person/student outside the bus with a weapon
 - iii. Code 3 student – suspected with a weapon
 - iv. Code 4 unauthorized person on the bus and won't leave
 - v. Code 5 fight on the bus --with a weapon
 - vi. Code 6 fight on the bus --no weapon
5. The response from WEBO base "10-4 I'll get you some help".
6. The driver may slow down or stop and evacuate at the drivers discretion.
7. The driver may tell the students the bus isn't right, they are bringing a spare.
8. An Administrator or Sheriff department is dispatched to the site.

The students are familiar with drivers calling in with warning lights on the dash or engine de-rating. If the driver slows down to a safe place off roadway, no other students will be added to the mix or put in possible harm's way.

There are no blue warning lights on the dash of the bus.

Bus Radio Usage Guidelines

The Western Boone School Corporation provides a two-way radio communication system for the use of its Transportation Department. Our license allows us to install radio units owned by the corporation into contracted vehicles not owned by the corporation, but the use of these units is still under the corporation's supervision. This is an open frequency, others maybe listening to our radios. Please limit the use of specific student names and descriptions.

The repeater operates on the frequency of 463.87500 at 100 watts. Each mobile unit operates at this frequency on channel 1 and 468.87500 on channel 2 at 20 watts.

Channel 2 should be used only when more than one vehicle is too far from the base to use the repeater. On channel 2 you can talk between vehicles if you are within a limited range.

It is with these rules and regulations in mind that we limit radio use to school-related business only. Professionalism on the radio is necessary since conversations on the radio are heard in each school office and at the three base stations in the Administration Building. Chatter on the radio is both annoying and disruptive in the school offices. Please limit your conversations to bus matters only. In the past the corporation has allowed drivers to have their personal frequency programmed into the radios, this practice will no longer be allowed. When you are on your routes keep the radio tuned to the school frequency so you can be reached immediately in the event of an emergency.

Any other two way radios or cell phones must be turned off during the routes.

Fueling School Bus

Each school bus is issued a specific fuel key to identify the bus and the driver is issued a specific PIN to be used during fueling. These two items allow us to keep track of the fuel usage of our fleet and must not be interchanged with another driver or bus.

The mileage must also be entered into the fuel pedestal when fueling. To ensure accuracy, you must enter the mileage that is displayed on the odometer of the bus you are fueling.

School Bus Safety Drills and Training

School bus evacuation drill will be performed two times per school year. One will be within the first 45 days of the start of school. Another will be as soon as possible, weather permitting, after Christmas break.

Drivers should inform the students of emergency exit operation, seat belt cutter location/use, service door release switch/lever, parking brake operation, and two way radio operation. Students should be taught to stay together if an evacuation occurs. Keep the students in a group towards approaching traffic flow, and away from the roadway.

Western Boone Community School Bus Drivers are required to take the DOE's summer safety program to maintain their yellow card eligibility. The Transportation Director shall determine if the safety meeting online or classroom setting. The classroom option will be provided up to 3 separate times to accommodate the drivers' schedule.

Additional online training will be made available to the drivers at:
<http://trainingnetworkonline.com/login?co=3946&v=69215>

A monthly safety meeting may be utilized as well to keep drivers informed about incidents or other safety issues as they arise. These monthly meeting shall last no more than one and one half hour and be compensated at twenty-five dollars.

These are the steps to keep safety at the forefront for all drivers.

EMERGENCY EXITS

FRONT-DOOR EVACUATION

- 1) The driver should stop the bus and shut off the engine in a preselected location on the school grounds.
- 2) The driver should make sure the parking brake is set and the key is not in the ignition and then open the service entrance.
- 3) The driver should stand facing the students and give the following command: "Remain seated. This is an emergency drill—front door evacuation."
- 4) The driver should dismiss students by starting at the right-hand front seat and tapping the shoulder of the student nearest the aisle. The driver should direct the student to walk, don't run, and use the handrail.
- 5) The driver should hold up the left hand to restrain seat occupants to the left side until it is their turn.
- 6) The driver should move down the aisle, dismissing seats of students alternately until the bus is empty.
- 7) As students leave the bus, they should proceed in an orderly pattern behind the line leader student assistant to a distance of at least 100 feet (about 50 paces) from the side of the school bus. Designation of a reference point is sometimes helpful.
- 8) Students should remain quietly in a grouping defined by the line-leader assistant until the driver is able to give them further directions.

REAR-DOOR EVACUATION

- 1) The driver should stop the bus and shut off the engine in a preselected location on the school grounds.
- 2) The driver should make sure the parking brake is set and the key is not in the ignition and then open the service entrance.
- 3) The driver should stand facing the students and give the following command:
"Remain seated. This is an emergency drill—rear door evacuation."
 - a. Train a student to carefully and properly open the rear emergency exit.
 - b. The student must understand not to open the door until the driver gives the command.
- 4) The driver should explain and demonstrate the method to be used for exiting the school bus.

Shoulder-Guide Method

- a. Two student assistants stand outside with their backs to the rear of the bus, one on each side of the door opening.
- b. Students should not jump down, but guide themselves by placing their hands on the shoulders of the student assistants and sit down and scoot out of the back door.
- c. A third student assistant may be used as a line-leader to move the students quickly away from the bus in an orderly fashion.

Helping-Hand Method – Caution should be used whenever this method is enforced due to the danger of injury involved.

- a. Two student assistants stand outside facing the bus, one on each side of the open door.
- b. The assistants extend helping hands to guide the students as they jump down.
- c. Let each student decide how much help he or she wants; avoid grasping a hand or arm.
- d. Explain how to jump from the rear door with knees flexed to absorb shock.
- e. Students may also sit down and slide out of door.

FRONT- AND REAR-DOOR EVACUATION

- 1) The driver should stop the bus and shut off the engine in a preselected location on the school grounds.
- 2) The driver should make sure the parking brake is set and the key is not in the ignition and then open the service entrance.
- 3) The driver should stand facing the students and give the following command: "Remain seated. This is an emergency drill, front- and rear-door evacuation."
- 4) The driver should walk to the center of the bus between students sitting in seat row 6 (or to a point where there are an equal number of seats in front and back of the driver's position) and face the rear of the bus
- 5) All students to the front and those sitting in row 6 to the driver's left will leave by the front service entrance upon command.
- 6) All students to the rear and those sitting in row 6 to the driver's right will leave by the rear emergency door upon command.
- 7) Use the same procedures outlined for front-door evacuation and rear-door evacuation, except those students will have to move out by themselves upon command.

Physical Performance Test Standards Rule 8

School Bus Driver Physical Performance Standards and Measurements

575 IAC 1-8-1 Exiting the bus. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 1.

(a) Driver shall demonstrate the ability to exit the bus from a seat belted position in the driver's seat and exiting from the rearmost emergency door.

(b) The measurement is pass/fail.

575 IAC 1-8-2 Quick reaction time between accelerator and service brake. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 2.

(a) Driver shall demonstrate quick reaction time between accelerator and service brake.

(b) In a seat belted position, driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less.

Physical Performance Test Standards

575 IAC 1-8-3 Climbing and descending bus service door steps. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 3.

(a) Driver shall demonstrate the ability to climb and descend the bus service door steps in a forward facing position two (2) times without stopping.

(b) The measurement is pass/fail.

575 IAC 1-8-4 Opening and closing bus service door. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 4.

(a) Driver shall demonstrate the ability to open and close the bus service door two (2) times without stopping from a seat belted position.

(b) The measurement is pass/fail.

Physical Performance Test Standards

575 IAC 1-8-5 Operating hand controls or steering wheel. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 5.

(a) Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion.

(b) The measurement is pass/fail.
The physical performance test will be completed once every 2 years in compliance with IC 20-27-3-4.

This physical performance test applies to any CDL licensed driver that was licensed after January 2002, and is to be completed biennial. Drivers licensed before January 2002 will be considered "Grandfathered" and are not required to complete the test.

Indiana School Bus Driver Physical Performance Test Q & A 575 IAC 1-8

Applicability of Performance Standards

1. **Q.** Who is subject to the driver performance standards rule?

A. Any school bus driver, including those individuals who operate a school bus for a private school, head start, day care center, or other agency, who receives an initial Standard Certificate (yellow card) on or after January 1, 2002.

2. **Q.** Who is exempt from meeting the performance standards?

A. Any school bus driver holding a valid Standard Certificate issued prior to January 1, 2002 is exempt from the standards. This is commonly referred to as being "grandfathered." The exemption is contingent upon a driver keeping his/her Standard Certificate continuously renewed. "Continuously renewed" means the driver attends an annual safety meeting in the calendar year when the Standard Certificate is due to expire.

3. **Q.** Can an exempt driver lose the exemption and become subject to the performance standards?

A. Yes. If a Standard Certificate is allowed to expire, the driver becomes subject to 575 IAC 1-8 in addition to all other reinstatement requirements. For example: A driver did not attend an annual safety meeting in 2001 to renew his/her Standard Certificate. When the Standard Certificate expired on December 31, 2001, the driver became subject to the performance standards. The loss of exemption is permanent even if the driver re-instates the Standard Certificate in the next calendar year by attending a pre-service driver training class or an annual safety meeting.

4. **Q.** When is a driver tested?

A. Drivers subject to the performance standards should be tested for the first time within a reasonable time as determined by the local school corporation.

5. Q. How frequently must a driver be re-tested?

A. The timing of future compliance with the standards will correspond to the two-year renewal cycle of the school bus drivers' physical fitness certificate required at IC 20-9.1-3-2. The physical fitness certificate requirement is coordinated with, and satisfied by, the issuance of the medical certificate required for a commercial driver's license or public passenger chauffeur license. Please refer to IC 20-9.1-3-3, school bus drivers, physical examination, time.

6. Q. How many times may a driver attempt to meet the performance standards?

A. The number of attempts is determined by the local school corporation.

7. Q. What happens if a driver does not meet the performance standards?

A. This is an employment decision by the school corporation.

Administering the Standards

1. Q. Who can administer the driver performance standards?

A. Any individual(s) selected and approved by the school corporation.

2. Q. Are there forms prescribed by the State School Bus Committee to document a driver's passage of the performance standards?

A. No.

3. Q. Is the school corporation form documenting a driver's passage of the performance standards sent to the State School Bus Committee or others?

A. No. The forms documenting a driver's passage of the performance standards are maintained by the local school corporation.

4. Q. If a school bus driver who has passed the driver performance standards changes employers, is the driver subject to re-evaluation by the new employer?

A. This is a local school corporation decision. A school corporation is encouraged to document the passage of the performance standards for every driver subject to 575 IAC 1-8 who operates a school bus on behalf of the school corporation.

5. Q. If a school bus driver is a substitute driver for more than one School Corporation, must the driver pass the performance standards for each corporation?

A. This is a local school corporation decision. A school corporation is encouraged to document the passage of the performance standards for every driver subject to 575 IAC 1-8 who operates a school bus on behalf of the school corporation.

6. Q. In what size school bus should the performance standards be demonstrated?

A. This is a local school corporation decision. The school corporation is encouraged to evaluate the driver in the largest size school bus the driver is licensed to operate or that the driver will operate for the corporation.

7. Q. Must the performance standards be demonstrated in the order they appear in the rule?

A. No.

8. Q. What method does a driver use to demonstrate exiting the rearmost emergency door in performance standard #1?

A. The driver should exit in any controlled manner that is comfortable. This standard is not timed, so a driver should not exit the bus so quickly as to lose balance or coordination. It is permissible for a driver to sit on the floor in the emergency exit doorway and then slide to the ground.

Another individual may be present to "spot," as in gymnastics activities, to help prevent injury. The individual spotting should not touch or otherwise assist the driver to exit the bus, but be available to help if the driver starts to fall. A mat, such as a typical gym mat, may be placed on the ground outside the exit to cushion the landing.

9. Q. Is the service door in performance standard #4 required to be a manually operated door?

A. No. If the school bus is equipped with an air or electric powered service door the driver should demonstrate normal door operation, including operation of the manual override. However, if a driver may be required to operate a school bus with a manual service door, the school corporation is encouraged to evaluate the driver in that vehicle, too.

10. Q. Some school buses do not have hand controls on the right side of the steering wheel. How does this effect performance standard #5?

A. In this instance you may have the driver demonstrate use of a second hand control on the left side of the steering wheel. However, if the driver may be required to operate a school bus that has hand controls on the right side of the steering wheel, the school corporation is encouraged to evaluate the driver in that vehicle, too.

11. Q. What speed is considered a safe forward motion in performance standard #5?

A. This is a local school corporation decision. The school corporation is encouraged to use a speed representative of at least a residential speed limit.

WESTERN BOONE BUS DRIVER PAY RATES 2016-17			
REGULAR BUS ROUTES			
Years Exp	Daily Rate		
	Less than 2 hrs	2.0 to 2.5 hrs	Greater than 2.5 hrs
0	\$77.29	\$80.47	\$83.65
1	\$80.26	\$83.45	\$86.64
2	\$83.37	\$86.56	\$89.75
3	\$86.39	\$89.58	\$92.76
4	\$89.74	\$92.92	\$96.10
5	\$92.63	\$95.81	\$98.99

SPECIAL NEEDS BUS ROUTES			
	Hourly Rate		
	\$23.17	Driver	
	\$11.36	Monitor	

SUBSTITUTE DRIVER RATES	
Morning Run Rate	Afternoon Run Rate
\$43.70	\$43.70

ECA Hourly Rate (2-Hour Trip Minimum)
\$12.23
ECA Out-Of-State Hourly Rate
\$12.32

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE SIX

JOB CLASSIFICATIONS: Full time, school year (180 day) employee Corporation
School Bus Driver

BEREAVEMENT LEAVE (following successful completion of the Probationary Period, 90 days)

Five (5) days of bereavement pay, falling within a seven-day calendar period beginning with the day of the death or the day following such death, are given to an employee grieving the loss of the following family members: spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, sister-in-law, brother-in-law, stepchildren, or any other member of the family unit living in the same household no matter what the degree of relationship. In case of the death of other family members and/or close friends, bereavement leave of one (1) day is allowed, up to a maximum of two (2) days per year.

PERFECT ATTENDANCE

Bonus pay in the amount of \$500.00 is given to employees who have used no personal, sick or unpaid days within their year of employment. The attendance bonus is earned at the rate of \$100.00 per school quarter. If the driver has perfect attendance during the entire school year, an additional \$100.00 is earned. 4 quarters, \$100.00 each quarter plus another \$100.00 for perfect attendance.

LONG-TERM DISABILITY and ACCIDENTAL DEATH and DISMEMBERMENT INSURANCE

Long-term disability and accidental death and dismemberment insurance are provided at a cost of \$1.00 to the employee.

LIFE INSURANCE

Life insurance coverage in the amount of \$50,000 is provided at a cost of \$1.00 to the employee.

TAX-DEFERRED RETIREMENT SAVINGS 403(b) PLAN

After one year of service, employees are eligible for a tax-deferred annuity (established in lieu of a pension plan), whereby 3.75% of the employee's base-pay is contributed by the school corporation to a 403(b) savings account specifically for that employee. With a minimum personal contribution of \$50.00, the school corporation will contribute an additional amount to each employee's 403(b) savings account as follows: \$200.00 for 1-5 years of service, \$400.00 for 6-10 years of service, and \$600.00 for 11+ years of service. Employees are eligible to make additional contributions up to the maximum legal limit. Special rules regarding the use of these savings accounts are available upon request.

RETIREMENT: For all persons employed as of December 31, 2012

Upon retirement, employees with 10 or more continuous years of service will receive \$100.00 per year of service accrued as of December 31, 2012.

4/28/2016

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEUDLE SEVEN

JOB CLASSIFICATIONS: Full-time, school year (180 day) employee
Bus Monitor

TAX-DEFERRED RETIREMENT SAVINGS 403(b) PLAN

After one year of service, employees are eligible for a tax-deferred annuity (established in lieu of a pension plan), whereby 3% of the employee's base –pay is contributed by the school corporation to a 403(b) savings account specifically for that employee. Employees are eligible to make additional contributions to their account up to a maximum legal limit. Special rules regarding the use of these savings accounts are available upon request.

4/28/2016

ATTENDANCE PROCEDURES

BP - 6020

An excuse for absence must be obtained from the principal or his representative before being readmitted to class. Valid reasons are:

1. Illness of the child
2. Death in the family
3. Appointment with doctor or dentist
4. To obtain a driver's permit or license
5. Attendance at funeral of a close relative or friend, if arranged in advance with principal
6. Voting
7. Other: at principal's approval

All absences resulting from reasons listed as valid (including documentation) will be considered excused. In cases of excused absence, work may be made up within a reasonable time and no penalty will be attached. In cases of unexcused absences, the pupil may not be given credit for work made up, and the principal will use his/her discretion as to disciplinary action.

Pupils may be counted legally present:

1. Service as a page for the Indiana General Assembly IC 20-33-2-14
2. Service in a precinct election IC 20-33-2-15
3. Active duty with the National Guard/Air patrol IC 20-33-2-17-17.2
4. Subpoenaed by a court IC 20-33-2-16
5. Attendance at State Fair for educational purposes IC 20-33-2-17.7
6. Educationally related non-classroom activities ie, field trips IC 20-33-17.5
7. Attendance for religious instruction IC 20-33-2-19

The principal shall have exclusive jurisdiction in determining the classification of excuses, and the penalties for absences or tardiness.

Legal Reference: 20-8.1-3-17

Date Adopted: 08/22/94

Updated: 6/13/2016

Western Boone Attendance Policy

Students are expected to be in attendance at school every day unless there is a very good reason to be absent. Students are allowed no more than 8 absences per class, each semester. There are certain absences that will not count toward the eight-day limit, these are listed in section A below. Each absence is either excused (documented) or unexcused (undocumented). Students who receive an unexcused or undocumented absence may not be permitted to make up schoolwork for credit or grades. Any student who is absent the entire day is not allowed to attend any extracurricular activities without prior permission from the administration.

Section A (Excused by law)

1. Service as a page for the Indiana General Assembly IC 20-33-2-14
2. Service in a precinct election IC 20-33-2-15
3. Active duty with the National Guard/Air patrol IC 20-33-2-17-17.2
4. Subpoenaed by a court IC 20-33-2-16
5. Attendance at State Fair for educational purposes IC 20-33-2-17.7
6. Educationally related non-classroom activities ie, field trips IC 20-33-17.5
7. Attendance for religious instruction IC 20-33-2-19

Section B: (Excused with documentation)

Excused or documented absences will not count toward the undocumented 8 day limit. Documentation is defined as an approved document provided to the school containing information outlining the reason for the absence.

Types of approved documentation:

1. Doctor's note
2. Court Documentation
3. College Visit Brochures (All College visits must be pre-arranged)
4. Funeral Program
5. Other: Documentation not listed may be approved at the school's discretion

ANY absence where documentation is not provided will be considered **undocumented**.

Parent notification for a student who is ill is considered undocumented unless documentation from a physician is provided within 24 hours.

Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student and/or school.

Upon the 9th absence from school or class period the student **will** be required to make up those hours, hour for hour, (7 hours per school day for a complete day) in order to maintain their credits or they **will** forfeit any or all credits for that semester. Parents and/or legal guardians of

the student who is in violation of the attendance policy may request a meeting with the Principal (or designee) to review the loss of credits. Failure to request a review of loss of credit will result in the removal of the student from the class and/or the removal of the student from the school setting according to the Due Process procedures.

Additionally, upon the 9th undocumented absence, the student's attendance records will be forwarded to the School Resource Office and the Boone County Juvenile Probation Department.

The Administration has final approval in this policy and the administrative procedures followed. Other absences not listed above, including trancies may be considered unexcused absences.

Student's Responsibilities:

1. The student is expected to make up all work in accordance with the homework policy.
2. All students coming to school late are to be signed in by 10:45 a.m. in order to participate/attend any extracurricular activity.
3. It is the student's responsibility to clear all absences and tardies.
4. Students may not leave the building without the approval of the administration until their class day is complete. If a student leaves without permission for any reason, his/her absence will be considered a truancy.
5. When it is necessary for a student to leave school before the end of the school day, he/she must receive a "permission to leave the building slip" from the main office.(See Permission to leave building section for further information)

Attendance Procedures:

1. If a student must be absent, the parent or legal guardian shall call Western Boone at 482-6143 and inform the school of their child's absence. During non-school hours the parent or legal guardian may call the Attendance Hotline at 482-6143 then press 2, and leave a message of their child's absence.
2. Absent students whose parents have not called the school the day of their absence will be called or receive a home visit by the School Resource Officer.
3. When calling the office, please wait for voice instructions to be completed. All phone calls not accompanied by documentation will be considered undocumented.
4. All documentation must be provided within 24 hours of the absence or it will be considered undocumented.

Permission to Leave the Building During the School Day:

- 1.) A "permission to leave the building slip" must be obtained from the main office prior to leaving Western Boone School during the school day.

2.) Students are to report to the main office before the 7:45 a.m. (warning bell) with a note from the parent or legal guardian to obtain a “permission to leave the building slip”.

3.) The student must sign out when leaving the building and sign in at the main office when returning to school during the same school day. Students must provide documentation up returning to school.

4.) Parents must come into the main office when picking up students who leave during the school day.

Prearranged or Extended Absences:

It is the responsibility of the parent/legal guardian and the student to acquire a prearranged or extended absence form with the Administration of Western Boone. If a student is going to be absent for a family-related function, he/she must have the absence approved by completing the prearranged absence form (from the main office) at least one week in advance of the function. Prearranged or extended absences will be counted as undocumented.

Unexcused Absences:

For all unexcused and undocumented absences the student will receive a “0” for the day. The student is allowed to request the assignment(s) that he/she missed, but may not receive credit for those assignment(s).

Tardies:

A student who is tardy to school in the morning must report directly to the main office to receive an admit slip. All other tardies (late to class) are to report to the assigned classroom. A student is given (1) one excused tardy for each class every nine weeks-grading period. All tardies accrued after the excused tardy will result in the student receiving the appropriate disciplinary action. A tardy is defined as a student not being in his/her assigned seat when the bell rings for class to begin.

Habitual Truancy:

As defined by Western Boone School Board Policy 6293: A student is considered to be a habitual truant when the student willfully fails or refuses to attend school in defiance of parental or school authority for the eleventh (11th) time during the school year.

GENERAL FUND COMPARISON REPORT:

As of May 31, 2016, the General Fund cash balance was \$1,787,884.

The General Fund expenditures for May, 2016 was \$797,436. As of the end of May, 2016, a total of 39% of the 2016 appropriation has been expended.